

INDIANA OASIS COMMUNICATION PLAN

COMMUNICATION WITH KEY STAKEHOLDERS

Davis Deshaies recognizes that spirited and energetic discussions will occur as the future direction of Indiana developmental disabilities system undergoes change. Davis Deshaies believes that it is important to share all information and deliberations in an open and collegial fashion. As such, Davis Deshaies is targeting the stakeholder process on four key stakeholder groups: people and families with disabilities, service providers, state and local agency staff, and legislative and elected officials. Davis Deshaies' work plan consists of strategies directed at these interested parties.

First the Davis Deshaies team will meet and/or communicate routinely with state agency leadership and provide updates and briefing material. Meetings will be scheduled on those dates where project deliverables are due, and major deliverables will be presented in person as much as possible. In addition to the meeting schedule presented, Davis Deshaies will assign project liaisons to each of the key DDRS deliverables OR project components. These liaisons will provide updates through the use of electronic mail. All updates will be written in a fashion that can be publicly distributed. The project liaisons are also available upon demand to respond to questions and issues raised by senior agency staff.

Second, the Davis Deshaies team will host eighteen statewide focus group meetings with consumers and families in locations identified by DDRS. The purpose of these focus groups is to collect information regarding future interests and needs. In addition, the Davis Deshaies team will host nine community forums and nine provider forums. Updated information and discussion of key system reform directions and activities will be presented to people and their families, providers, and the public. Comments and key points from the focus groups will be recorded and publicly available.

Third, Davis Deshaies will provide ongoing electronic access to all stakeholders through the project web-site www.davisdeshaies.com. This web-site will contain current reports, meeting minutes, and analyses. A link will also be provided through the FSSA web-site, <http://www.in.gov/fssa> to the Davis Deshaies site. If you go through the FSSA web-site, click on the left of the screen on the “Disability & Rehabilitation” tab, and then select the “Legislative help/Initiatives” tab. In addition, DDRS is providing a public helpline email address specifically for the OASIS project. Anyone with questions can access this at OASIS-ICAPhelp@fssa.in.gov.

Fourth, at the direction of DDRS Davis Deshaies will facilitate nine state advisory committee meetings. These meetings will be scheduled on a routine basis and will provide oversight and direction to the project. Once focus group sessions have been completed, the results from these groups will be considered by the state advisory committee. Davis Deshaies will provide briefing papers and option analysis for the state advisory committee consideration.

COMMUNICATION WITH DDRS/BUREAU OF DEVELOPMENTAL DISABILITIES SERVICES

All Davis Deshaies contacts to the bureau should be initiated with the DDRS OASIS Project Director who will involve the key content area experts in the DD program as well as the decision makers that are necessary to address the issue or question raised.

Any inquiries that Davis Deshaies receives regarding the scope of work of this contract will be forwarded to the DDRS OASIS Project Director by email in order to keep a record of the communications. If there is a need to meet with outside entities on this project, the DDRS OASIS Project Director will coordinate making these arrangements.

♦ DDRS OASIS Project Director: (317) 234-2708.

Key BDDS Decision makers: Peter Bisbecos, David Gootee, Lilia Teninty, Andrew Ranck, and Pat Casanova (OMPP).

All key decisions will be discussed and approved by this group.

OASIS Consultant Project Team includes: Gayle Davis, Roger Deshaies, Jaylon Fincannon, Richard Smith, Bill Stokes, Shay Smith, Jim Littler, Steve Schramm, Lynnette Bragg (all with Davis Deshaies), Lora Thrasher (Briljent), Rhonda Befort (Arbitre), Carmela Barrett (Arbitre), Richard Metzger (IPMG), Chris St. Paul (IPMG), and Norm Davis (Davis Deshaies).

Content lead staff for Davis Deshaies:

- ♦ Project Manager – Gayle Davis
- ♦ OASIS calibration – Roger Deshaies, Norm Davis, ULL Rockhold Center faculty, and Arbitre
- ♦ Pricing of Services – Norm Davis and Steve Schramm
- ♦ Individual Budgets – Jim Littler and IPMG
- ♦ Role of Support Coordinator – Gayle Davis, Lynnette Bragg, and IPMG
- ♦ Direct Provider Billing – Norm Davis and Jim Littler
- ♦ Communication – Lora Thrasher, Jaylon Fincannon, and Shay Smith
- ♦ Waiver development – Jaylon Fincannon and Roger Deshaies
- ♦ Data team – Jim Littler, Steve Schramm, and Norm Davis

These lead staff will seek input from other DD program staff as needed.

Review and Acceptance of Materials and Deliverables:

1. All deliverables will be submitted to the DDRS OASIS Project Director who will disseminate to all redesign staff in the DDRS/BDDS office and key decision-makers for review and comments, with timelines provided. Typically a review and discussion of comments will be a

high priority and will need to be accomplished within 3 working days of receipt of the materials. A signed job ticket will indicate the approval of a deliverable.

2. Materials will also be distributed to Peter Bisbecos and other FSSA key staff as needed. The DDRS OASIS Project Director will ensure that comments from these individuals will be incorporated into the final comments back to Davis Deshaies.
3. Comments back to Davis Deshaies will be in writing with one document that incorporates all comments.
4. Andrew Ranck or his designee will have final approval on all comments sent to Davis Deshaies prior to being sent.
5. Prior to posting, DDRS/BDDS will approve all documents and communication posted to the Davis Deshaies website regarding this project. DDRS/BDDS will send Davis Deshaies a copy of any website information to be posted for review and comment prior to posting.
6. When necessary, the DDRS OASIS Project Director will alert Andrew Ranck of the need to have key decision-makers discuss an issue and provide direction to the design group and Davis Deshaies. These will be arranged on an as needed basis.